



# **Town of Hopkinton, NH**

## **Office of the Select Board**

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### **CAPITAL IMPROVEMENTS PROGRAM (CIP) COMMITTEE PUBLIC MEETING MINUTES THURSDAY JULY 30, 2015**

As this was the first meeting of this newly formed committee, Town Administrator Neal Cass called the Capital Improvements Program (CIP) Committee meeting to order at 6:10 p.m. on Thursday, July 30, 2015, in the large meeting room in the Town Hall.

**Members Present:** Chris Hodgdon, Don Houston, Amy Carrier O'Brien

**Members Absent:** Ed Kerr, Richard Steele

**Staff Present:** Neal Cass (Town Administrator)

Committee members introduced themselves and the Town Administrator reviewed the NH RSA 91-A requirement for meetings.

The Committee viewed a presentation on the role and duties of a CIP Committee.

The status of town buildings was reviewed and the committee reviewed the current "Fund Flow" spreadsheet of capital expenditures.

By consensus the committee chose Chris Hodgdon to be the Chair of the committee.

After discussion the criteria for what constitutes a capital expense was determined to be:

1. A gross cost of at least \$ 10,000; and
2. A useful life of at least 5 years; and
3. Is non-recurring; or
4. Any project requiring bond financing.

The Town Administrator will send out the requests for capital proposals to those entities that need to submit worksheets.

The next meeting will be Wednesday, September 2, 2015, at 6:00 p.m. at the Town Hall.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:57 p.m.

Respectfully submitted,  
Neal Cass, Town Administrator